

ARMY REGULATION

No. 604-20

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 6 September 1976

PERSONNEL SECURITY CLEARANCE

SECURITY REQUIREMENTS FOR PERSONNEL IN BOTH  
INFORMATION AND EDUCATION ACTIVITIES

Effective in accordance with DA Message superseded below

*This revision of AR 604-20 streamlines security investigative procedures for civilians employed in oversea college programs who are paid from nonmilitary funds. Local supplementation of this regulation is permitted but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to HQDA (DAMI-DOD) WASH DC 20310; other commands will furnish one copy to the next higher headquarters.*

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**1. Purpose.** This regulation sets forth Department of the Army security requirements for personnel engaged in command and public information programs and education activities including instructor personnel employed and paid by American universities to teach in the General Educational Development (GED) program at oversea military installations.

**2. Policy.** a. Persons who are performing duties involving the education and orientation of Department of Defense personnel should be of good moral character and reputation. By reason of their duties, such personnel are in a position to influence the attitudes and morale of those participating in such programs. Furthermore, the role of such persons is of special importance in oversea areas where they are viewed by the Host Country as representatives of the American Government abroad. Accordingly, any person selected for such duties shall have been the subject of a favorable National Agency Check (NAC), National Agency Check plus Written Inquiries (NACI), or Background Investigation (BI), as appropriate, prior to his or her assignment. A NAC or NACI that

discloses derogatory information may be expanded to the extent necessary to resolve the individual's fitness for assignment to education and orientation programs conducted on oversea military bases.

b. The employment or utilization of personnel selected for information and education activities will be based on a determination that such employment or utilization is clearly consistent with the interests of national security.

c. The Department of the Army encourages American colleges and universities to conduct group study classes on military installations as part of the worldwide GED program.

d. A determination by the Secretary of the Army or his authorized representative to permit instructors, who are employees of civilian colleges, to teach in the GED program is a permissive act strictly within the purview of his office, since such employment and access to military installations is upon invitation of the Army commander.

e. A favorable security check for information and education activities does not of itself constitute a clearance for access to classified defense information.

\*This regulation supersedes AR 604-20, 27 December 1973, and DA Message DAMI-DOS 081705Z, April 1976 (U);  
Subject: Interim change to AR 604-20.

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f. The criteria contained in paragraph 3-1a, AR 604-5, will be used as a guide in the application of this policy.

**3. Application.** The foregoing policy applies not only to military and civilian personnel of the Department of the Army, but also to persons engaged by colleges or universities to teach in educational programs conducted on military bases overseas.

**4. Explanation of terms and abbreviations.** *a. Army employee.* Civilian employee of the Army establishment, whether paid by an appropriated or nonappropriated funds, including individuals under personal service contract.

*b. National Agency Check (NAC).* See AR 381-20.

*c. National Agency Check plus written inquiries (NACI).* See AR 381-20 and CPR I2.

*d. Background Investigation (BI).* See AR 381-20 and AR 604-5.

*e. File check.* Check of the following local files: Military Personnel Records Jacket (DA Form 201) or Civilian Official Personnel Folders, intelligence files, provost marshal files, medical records. (When medical records are available on civilian personnel, they will be checked.)

*f. Command monitorship.* See paragraph 8.

*g. Personnel security investigation.* See AR 381-20.

*h. Sensitive position (civilian).* See AR 690-1.

**5. Responsibility.** The head of the Department of the Army agency or commander with supervisory or command responsibility for individuals or activities listed in table 1 is responsible for initiation of required checks and determination that assignment or employment is clearly consistent with the interests of national security.

**6. Procedures** *a.* Request for National Agency Checks will be forwarded to—

The National Agency Check Center  
Defense Investigative Service  
P.O. Box 1083  
Baltimore, MD 21203

*b.* Requests for all other Personnel Security Investigations will be submitted to—

Personnel Investigations Control Center  
Defense Investigative Service  
P.O. Box 454  
Baltimore, MD 21203

*c.* In the event that derogatory information of a loyalty nature is disclosed regarding military or civilian personnel, action will be taken under the

provisions of AR 690-1 or AR 604-10. If derogatory information of a suitability nature is disclosed, action will be taken in accordance with applicable regulations.

*d.* Procedures relating to the GED oversea program are as follows:

(1) The educational institution that contracts directly with appropriate military installation(s) will request appropriate investigation for each individual for whom an acceptability determination is required for oversea GED program participation.

(2) At least 90 days prior to expected oversea departure date, individuals indicated in Item 5 and 6, table 1 being considered for oversea college program positions will be required to complete and to forward one copy set of DD Form 1584 (Department of Defense National Agency Check Request) and two copies of Standard Form (SF) 87 (US Civil Service Commission Fingerprint Chart). Individuals involved will provide completed forms to the educational institution. The educational institution will send these completed documents directly to: The National Agency Check Center, Defense Investigative Service, P.O. Box 1083, Baltimore, MD 21203.

(3) The educational institution will indicate in space, "Send results to," the name and address of the major Army command that results of the investigation should be sent to.

(4) When investigation is complete, results will be sent to appropriate major Army command having adjudication authority for area in which individual will be employed. Results will be maintained as matter of record by that command.

(5) Appropriate major Army command will advise educational institution(s) of individual acceptability or nonacceptability for program participation.

(6) When a question arises as to the suitability of an instructor already in the GED program overseas, the major area of operations commander responsible for conducting the civilian college program, or such subordinate commander as is designated by him, will establish a board, as prescribed by AR 15-6, of not less than three members (at least two of whom will be military officers and one of these a member of the Judge Advocate General Corps) to conduct a hearing on the case. The board will notify the instructor concerned of the hearings and, within the limits im-

posed by security, will permit him to answer charges. If the instructor elects not to appear before the board, the case will be determined by the board on the basis of available evidence. The area of operations commander will review the board proceedings and recommendations and make a determination to retain or to terminate the services of the instructor. If his determination is favorable, the individual concerned will be considered eligible to teach in the college GED program. If his determination is that the individual is not acceptable for retention in the program, board proceedings and the recommendations of the overseas commander will be forwarded to The Adjutant General (HQDA (DAAG-EMG-G)) for review. The Adjutant General will forward the case with recommendations to the Under Secretary of the Army for final determination. If the Under Secretary of the Army approves termination, the commander and appropriate university officials will be notified by The Adjutant General. The commander concerned will take necessary action to terminate the GED services of the instructor. If the Under Secretary of the Army nonconcurs with an unfavorable finding, the individual concerned will be considered eligible to teach in the college GED program and the appropriate commander will be notified.

**7. Interim requirements.** Normally, the minimum requirements listed above will be met upon selec-

tion of the individual and before the individual undergoes training in preparation for or beginning duty with Army information and/or education activities. However, in exceptional cases, interim requirements (using as a guide the requirements for interim clearance contained in AR 604-5) may be established for military and civilian personnel of the Army establishment selected for information and/or education duties pending completion of the necessary investigations.

**8. Monitorship.** In view of the sensitive nature of information and education activities, commanders must maintain active and close monitorship of all personnel engaged or employed in information and/or education activities. This monitorship will include surveillance of sensitive positions not designated on official TOE or TD. Command monitorship may include initiation of additional investigations as deemed necessary in the interests of national security.

**9. Reinvestigation of civilians.** When civilian personnel have terminated their employment in information and/or education activities and have applied for reemployment at a later date, a reinvestigation will be required provided there has been a break in Government service of over 12 months. Reinvestigations of civilian employees will conform to the investigative requirements for sensitive positions outlined in AR 604-5 and chapter 736 of the Federal Personnel Manual.

Table 1. Personnel security investigative requirements for personnel in both information and education activities

	Minimum investigative requirement				
	NAC	NACI	BI	Command monitor	Investigation directed by commander
1. Military members selected for primary or temporary duty in the command or public information and/or education program.					
a. Citizens.....	X				
b. Noncitizens.....			X		
2. Civilian personnel given regular appointments for service in connection with command or public information and/or education activities on a full-time, part-time, or "when actually employed" basis.					
a. Citizens.....		X			
b. Noncitizens.....			X		
3. Army employees engaged in command or public information and/or education activities on a full-time basis and so designated by contract.					
a. Citizens.....	X				
b. Noncitizens.....			X		
4. Army employees engaged in part-time nonduty hour command or public information and/or education activities, including instructors and lecturers hired by commanders.					
a. Citizens					
(1) Civil Service.....					X
(2) Contractor.....					X
b. Noncitizens.....					X
5. Civilians employed in overseas college programs who are paid from nonmilitary funds.					
a. Citizens					
(1) Hired in continental US.....	X *				
(2) Hired in overseas area.....	X **				
b. Noncitizens.....					X
6. Instructors from universities holding on-post or on-campus classes in tuition aide program.....				X	
7. Guest speakers or other civilian personnel, except as provided in paragraph 1, participating in information and/or education activities not covered above.....				X	
8. Personnel selected for training at the Defense Information School.					
a. Military					
(1) Citizens.....	X				
(2) Noncitizens.....			X		
b. Civilian					
(1) Citizens.....		X			
(2) Noncitizens.....			X		

\* NAC requested by Department of the Army and completed prior to issuance of travel orders.

\*\* NAC requested by local commander.

The proponent agency of this regulation is the Office of the Assistant Chief of Staff for Intelligence. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAMI-DOS) WASH DC 20310.

By Order of the Secretary of the Army:

Official:

PAUL T. SMITH  
Major General, United States Army  
The Adjutant General

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